

# RECEIVED & FILED

SEP 15 2012

## LUNENBURG TOWN CLERK OFFICE

Trustees of Lunenburg Public Library  
April 26, 2012  
Meeting called to order at 6:45 pm

Attending: Noelle Bodkin, Lisa Krowitz, Dick Mailloux, Kathy Murray, Jeanne Raboin, Amy Sadkin, Len Smetana, John Mara

Absent: None

### Public comment

Dave Rodgers – He expressed his concern that the proposed FY13 library budget will result in limited hours to the Children's part of the Library.

Kate McCarron – She read her letter that she emailed to the Board concerning issues that she has with the management of the library and the proposed FY13 library budget. Her main concern with the management of the library is due to lack of communication (ex. The last staff meeting was 1/16/12. Kate is concerned about the proposed reduction in the Children's section and reduced hours of the Children's librarian. She would like information on the statistics that were used to determine that the children's part of the library is not used significantly after 1 pm during the week. She would also like information on the cost savings for closing the meeting rooms after hours and why does the budget present an unequal distribution of staff hours.

Richard Letarte – He expressed his concern of the proposed FY13 library budget, indicating that there may be other ways to deal with the 10% cut to the budget rather than reducing the hours of operation for the Children's section and reducing the hours of the Children's librarian. He submitted a paper with some numbers for dealing with the budget, which included reducing the Director's salary.

MaryEllen Letarte – She expressed her concern over the proposed FY13 library budget, especially related to the reduced hours of operation for the Children's section. She uses all parts of the library including the Children's section.

Robin Venezia – She expressed her concern over the proposed FY13 library budget, especially related to the reduced hours to the Children's section. She asked the board to reconsider the reduction in the hours of operation for the Children's section and rather reduce hours for the entire library in the summer. Based on her research, she indicated that in order to meet the required minimum hours of operation to receive state aid (40 hours/week) the library could reduce summer hours and still meet the minimum hours of operation.

Karen Godin - She expressed her concern over the proposed FY13 library budget, especially related to the reduced hours of operation for the Children's section and reduced hours for the Children's librarian.

MaryAnn Sudolnik - She expressed her concern over the proposed FY13 library budget, especially related to the reduced hours to the Children's section and Children's librarian. The proposed budget appears to have unequal, punishing cuts. She indicated that when the town was asked to support funding for the new library, it was based partially on the fact that it would be located on the school campus thus allowing easy access to the library for all the school aged children. However, the proposed FY13 budget does not allow for school aged children (K-6) access to the part of the library specifically created for them, the Children's section.

### New Business

- March 8, 2012 Minutes: Motion made by John Mara and seconded by Dick Mailloux to approve minutes as amended; unanimous approval, except John Mara abstained since he was not physically present at the March meeting.

- Director's Report

#### Budget/Circulation Update

- A letter from the Board of Library Commissioners on April 25, 2012 was received indicating that the second and final installment of the State Aid (\$6508.41) will be issued to LPL in the next few weeks.
- The FY12 budget was over on the Salary line item. According to Amy, the overrun on the Salary line item is due to using extra staff during the afternoon hours and having staff meetings when the library is closed. Amy indicated that all the other line items are under budget and thus the FY12 budget is expected to break even.
- Amy requested to transfer \$200 from line item #521025 Heating Charges to line item #523001 Water Charges, and to transfer \$200 from line item #540000 Office Supplies to line item #534400 Postage.

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- o Motion made by John Mara to transfer funds as presented by the Library Director Amy Sadkin and seconded by Noelle Bodkin; unanimous approval.

#### Staff Update

- o EAP meeting is scheduled for Tuesday May 1<sup>st</sup> from 8:30-10 am on Respectful Workplace. Amy suggested that EAP could lead a workshop for the Trustees on Team Building, which Kathy asked Amy if she could follow-up with EAP.
- o Sarah Sogigian of MLS gave a 2-hour presentation on Teen Behavior April 5<sup>th</sup>. The staff and several Trustees attended the presentation, the following discussion, and pizza dinner.
- o Jen attended several MLS workshops (Dealing with difficult patrons and a 2 part cataloguing workshop)
- o Amy attended the Public Library Association Annual Meeting in Philadelphia March 14-17, which she said was very informative. She hopes that other staff members will have the opportunity to attend in the future.
- o Jeanne Raboin, Trustees Chair, received a letter from the Kerry Speidel, Lunenburg Town Manager (CAFO) that Sherri Freeman had completed the required sessions as requested by the LBOT in February and will send a letter from the Trustees acknowledging EAP completion.

#### Facilities Update

- o Pella replaced the broken window. Jim replaced the screens that had fallen off over the winter. CleanCarpets cleaned the rug on March 31.
- o There was an issue with the lights in the Community room, which Jim fixed. The drop box light is still not fixed.

#### Technology Update

- o The emails for the members of the Trustees are now on the library's home page along with a link to the impact statement for the proposed 10% budget cut.
- o The transition to Evergreen is planned for Memorial Day weekend. CWMARS will be off line on Friday and Evergreen will not be up and running until Tuesday May 29 at 8:30 am. Due dates on checked out items will be extended to compensate for the down time. Amy proposed closing the library on Saturday May 26<sup>th</sup> since the system will be offline until Tuesday.
- o Motion made by Dick Mailloux to close library Saturday May 26<sup>th</sup> to facilitate the transition from CWMARS to Evergreen and seconded by Kathy Murray; unanimous approval.

#### Programs

- o The Hunger Games party organized by Kate was hugely successful with 80 teens attending.
- o Deborah would like to setup a Movie Club similar to a Book Club.
- o Kate received a \$1000 grant from Bemis for summer programming.

#### Friends

- o The summer Book & Bake sale is set for June 2<sup>nd</sup>. The next Friend's meeting is June 16<sup>th</sup>.
- o The group is looking for new members and more fundraising ideas.

#### Other

- o The library received several donations in memory of Mrs. Walker. Amy will send out a thank you card.
- o Amy presented her Letter of Resignation to the Board, requesting her last day to be May 24, 2012. The Board accepted her resignation with the date of last day of work to be decided at a later date.
- o John Mara made a motion to accept the resignation of the Library Director, Amy Sadkin, with regret and we the Board will work with the Director on an agreed upon date to make sure the transition is smooth; Dick Mailloux seconded; passed unanimously.
- o John Mara made a motion to move the Director's FY12 Evaluation from the Agenda to be discussed at a future meeting; Dick Mailloux seconded; passed unanimously.
- o Amy received a letter from Jackie Gray of Girl Scout Troop 30970 asking if her GS Troop could hold a car wash in front of the library on Saturday June 2<sup>nd</sup> after 2 pm.
- o Len Smetana made a motion to allow Girl Scout Troop 30970 to have a car wash in front of the library on Saturday June 2<sup>nd</sup> after 2:30 or anytime on Sunday June 3<sup>rd</sup>; Kathy Murray seconded; passed unanimously.
- o John Mara made a motion to close the library on May 5, 2012 for the Town Meeting; Dick Mailloux seconded; passed unanimously.

#### FY13 Budget Discussion

- o Union representative did not come to the meeting since Karen Kemp asked to be removed from the Agenda. The Board may want to consider inviting the Union representative to an upcoming meeting.
- o The Board discussed revisiting the Budget that was approved during the March meeting. However, it was decided that it does not make sense to propose new budgets until after the Town Election on May 19<sup>th</sup>. If the

override is not passed then the Trustees have until June 30<sup>th</sup> to re-evaluate and approve a budget that meets the 10% cut in the library's FY13 budget.

- The Board discussed requesting at the Town Meeting that the Library budget be re-established to the original proposed FY13 State Aid budget of \$347,911.

Actions for the Board and/or Director

- The Board Chair, Jeanne Raboin will send out some dates for a meeting to discuss how to move forward with the resignation of the Director.
- Amy will have a staff meeting to discuss how to transition her responsibilities to the staff and she will gather information from MLA on an Interim Director.
- Len Smetana and Dick Mailloux asked Amy to bring the Union contract for the staff to the next meeting.

Subcommittee Meetings

- The discussion on the Policy Subcommittee was tabled to another date. Lisa will present the information that she obtained at an MLS Policy Workshop at a later meeting.
  - The Board Chair, Jeanne Raboin will send out some dates for a meeting to discuss how to move forward with the resignation of the Director.
- May meeting set for May 17<sup>th</sup> at 6:45 pm
  - Information Updates for Phone: Dick Mailloux requested an update on the phone system, but Amy indicated that there has been no change. Amy indicated that she would need to work with Jen on the phone system when the library is closed.

Motion made by Jeanne Raboin and seconded by John Mara to adjourn at 9:15 pm; passed unanimously.

Respectfully submitted,

Lisa Krowitz

Secretary, Trustees of Lunenburg Public Library

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2007 - Amy hired @  
LPL DIRECTOR -  
SALARY - ABOUT \$45,000

2008 - CONTRACT - \$50,000

2012 - SALARY PROPOSED \$59,000

18% INCREASE OVER 4 YRS

31% " " OVER 5 YRS.

YET THE TRUSTEES PROPOSE,  
IN THE EVENT OF AN OVERRIDE  
FAILURE, TO PENALIZE THE  
TOWN WITH FEWER HOURS,  
THE CHILDREN, IN PARTICULAR  
+ THE STAFF, WHILE FREEZING  
THE DIRECTOR'S SALARY.

RETROACTIVE RAISE. A TRUE  
LEADER  
A \$4,000 REDUCTION WILL  
ADD 200 HOURS TO THE STAFF.  
\$20/HR.

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Rich Letarte



**Lunenburg Public Library**

April 26, 2012

Dear Jeanne and LPL Board of Trustees,

It is after much thoughtful consideration that I am writing you this letter. I have served as the Director of the LPL for 5 ½ years. During this time, I have sought to make Lunenburg's library a cutting edge library - a library for the future. A library that embraces change, that offers excellent customer service, and provides a safe and welcoming environment for all who enter.

During my time as Director, Lunenburg became the first library in Central/Western Massachusetts to circulate Kindles. New software was implemented to provide the public fair and equitable access to our services; an Endowment Fund was established to provide for the library in the future; good customer service became our number one priority. I also worked tirelessly to promote the library at town-wide events and to ensure that we have a good working relationship with other departments in town. Collaboration and cooperation are the basics to operating a first-class library.

I believe that I have brought positive changes to the library that have improved services for all the citizens of Lunenburg. I am proud of what I have achieved, but now it is time for me to move on. Therefore, I am submitting this to you as my letter of resignation effective one month from today.

I would like to thank the Town of Lunenburg for giving me the honor of serving as the Director of its public library. It is my hope that LPL will continue to move forward into the future and embrace the changes and challenges that will come its way.

Sincerely,

Amy Sackin  
Library Director

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## Commonwealth of Massachusetts Board of Library Commissioners

98 North Washington Street • Suite 401 • Boston, Massachusetts 02114-1933  
(800) 952-7403 in state • (617) 725-1860 • (617) 725-0140 fax

April 25, 2012

Ms. Regina Raboin, Trustee Chair  
P.O. Box 409  
Lunenburg, MA 01462

re: Lunenburg Public Library

Dear Ms. Raboin:

The Board of Library Commissioners is pleased to issue a second and final State Aid to Public Libraries award to the Town of Lunenburg in these amounts:

FY2012 Library Incentive Grant (LIG)	\$ 2,416.43
FY2012 Municipal Equalization Grant (MEG)	\$ 1,981.58
FY2012 Nonresident Circulation Offset Award	\$ 2,110.40

Total

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\$ 6,508.41

The state treasurer's office will issue the check within the next few weeks. With this payment, Lunenburg will have received a total of \$ 12,562.49 in FY2012 State Aid to Public Libraries funds.

These awards are funded by Chapter 68, Acts of 2011, which states that awards should be placed in a separate account to be expended by the public library, without appropriation.

We have notified your municipal treasurer about this FY2012 State Aid to Public Libraries payment. However, you should contact the treasurer and/or accountant about the award amounts and confirm that the funds will be made available to the library.

Sincerely,

Robert C. Maier  
Director

cc: Amy Sadkin,  
Lunenburg Public Library, Lunenburg  
Treasurer, Town of Lunenburg

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